



Wastewater Infrastructure Engineering Planning Grant (EPG) Checklist of Supporting Documents Needed for Grant Agreement

Submit the following supporting documentation to your project coordinator by May 31, 2023:

☐ **Board Resolutions**

Submit signed, certified board resolutions in PDF format designating the authorized representative and local match amount. Sample Resolution Language is available. Type II SEQR resolutions are no longer required for Engineering Planning Grants.

☐ **Authorized Representative Resolution**

Board resolution designating an Authorized Representative for the project.

☐ **Local Match Resolution**

Board resolution authorizing and obligating local match funds.

☐ **Budget and Plan of Finance Form**

Detailed budget and plan of finance including all prime contracts/agreements, in-kind services, third-party funding, and satisfaction of the minimum 20% local match requirement. The form can be found at www.efc.ny.gov/epg. Submit in Excel format.

☐ **Administrative/Technical Force Account (If Applicable)**

Submit a proposal for administrative or technical force account (in-kind services) to be completed by municipal workforce, showing titles, rates, proposed hours, and tasks. For technical force account, submit a "Certification of Technical Work Force" signed and stamped by a NYS-Licensed P.E. Templates are available at www.efc.ny.gov/epg.

☐ **Executed Engineering Agreement**

All architectural and engineering contracts must be procured through a federally acceptable Request for Qualifications (RFQ) process, in accordance with 40 U.S.C 1101. All contracts must be signed by both parties and must contain the scope of work and fee.

☐ **Architectural/Engineering Procurement Certification**

The A/E Procurement Certification form can be found at <https://efc.ny.gov/BIL>.